

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: REVISIONS

SUBJECT: RECORD OF CHANGES

PROCEDURE NO: REV-001

I. Record of Changes

| <u>CHANGE #</u> | <u>DATED</u> | <u>SECTIONS CHANGED</u> |
|-----------------|---------------------------|---|
| 1. | <u>September 15, 1997</u> | <u>REV-001, REV-002, CDE-404, CDE-405C, CDE-406, CDE-407, PRC-518, PRC-522, PRC-525</u> |
| 2. | <u>September 15, 1998</u> | <u>REV-001, REV-002, CDE-405A, CDE-405B, CDE-405C, CDE-407, CDE-409, PRC-508, PRC-525, APPA, APPB-4</u> |
| 3. | <u>September 15, 1999</u> | <u>REV-001, ACT-302, CDE-402, CDE-405, CDE-407, PRC-518, PRC-524, AUD-601</u> |
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SECTION: ACCOUNTING

SUBJECT: ACCOUNTING CONCEPTS AND DEFINITIONS

PROCEDURE NO: ACT-302

(1) Investments

A purchase of investments requires a disbursement of cash. This disbursement does not represent an expense of the organization but an exchange of one asset (cash) for another asset (investment). Redemption of the investment also does not represent income to the organization but merely exchange of assets.

(2) Inventory

A school district shall maintain an inventory system. The purchase of inventory is an exchange of assets, and should not be expensed or charged against the budget until it is shipped from the central warehouse to the organization requisitioning the item.

If a district does not capitalize an inventory item, it should be expensed at the time of purchase.

All districts with inventories will report an inventory asset value at year-end. The asset value will be determined either by a perpetual inventory system or by conducting a physical inventory.

The method chosen should remain consistent from year to year.

(3) Cash Advances

Cash advances are disbursements in advance of the actual expenditure and in themselves do not represent the expenditure. The expenditure occurs when the actual pending of the cash advance takes place and it is reported as an expenditure.

(4) Encumbrances (issuance of purchase orders)

Encumbrances are contracts and other nonsalary commitments which are evidenced by the issuance of a purchase order. (See PROCEDURE NO: ACT-304, Encumbrance Accounting.)

b. End-of-Period Adjustments

Certain other accrual adjustments to record revenue and expenditure items into the proper accounting period are required. These adjustments are not done daily but at the end of an accounting period.

The accounting period may be monthly for those it included in monthly budgeted revenue and expenditure reports and annually for all others.

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SECTION: ACCOUNTING

SUBJECT: ACCOUNTING CONCEPTS AND DEFINITIONS

PROCEDURE NO: ACT-302

(1) Payrolls

Payroll periods typically do not coincide with accounting periods. Therefore, at the end of the accounting period, some payroll expense will have accrued. An adjustment is required to allocate the payroll cost to the proper accounting period.

It is recommended that payrolls be accrued monthly as payroll costs amount to a substantial portion of any organization's budget. Payrolls may be accrued on the basis of the daily pay rate. However, payrolls shall be accrued at year-end. The size of the district is a criterion for judging the periodicity of the adjustments. Additionally, the district may need to accrue fringe benefits associated with the payroll.

Districts on a cash basis may accomplish the same result by writing payroll checks for the tenth through the twelfth month on June 30. Salary amounts earned but unpaid for the current fiscal year are recorded as expenditures as of that date. Individual payroll checks would then be distributed in the appropriate month. Cash flow and compliance with other statutory expenditure requirements may force a district to look carefully at how this procedure will impact the district.

(2) Prepays

Certain costs are sometimes paid in advance. Per the Governmental Accounting Standards Board (GASB), expenditures for insurance and other similar services extending over more than one accounting period need not be allocated between or among accounting periods, but may be accounted for as expenditures in the period of acquisition.

(3) Receivables

The anticipated amount of current and delinquent property taxes to be used to finance the budget of a particular fiscal period and the revenue produced from these taxes should be recognized in the fiscal period for which it was levied. The revenue must be due and receivable within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. Such time shall not exceed 60 days. If because of unusual circumstances, the facts justify a period greater than 60 days, the district should disclose the period being used and the facts that justify it (Per GASB).

The following revenues should not be accrued:

- (a) 5113- School District Trust Fund (Proposition C)
- (b) 5211- Fines, Escheats, Overplus
- (c) 5311- Basic Formula

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING

SUBJECT: FUND CODE DESCRIPTIONS

PROCEDURE NO: CDE-402

II. Fund Codes

| <u>CLASS</u> | <u>CODE</u> <u>DETAIL</u> | <u>FUND TITLE</u> |
|--------------|------------------------------|---|
| 10X | | <u>General (Incidental) Fund</u> - The purpose of this major fund group is to account for all transactions having to do with the operations of the school district's regular programs, except those required to be accounted for in another fund. This independent accounting entity with its own assets, liabilities, and fund balances will include transactions involving local taxes; Foundation Program payments such as Basic Formula, Transportation, Exceptional Pupil, Early Childhood Special Education, Remedial Reading, Gifted, Free and Reduced Lunch/At-Risk, Career Ladder, Educational Screening Entitlement/PAT, and Vocational/At-Risk; and various other transactions associated with federal projects. The Free Textbook Fund is administered as a revenue and expenditure subfund account and reported within the General (Incidental) Fund. |
| | 11X | <u>Payroll Subfund</u> - This subfund is an interim fund only and shall not appear on end-of-year financial statements as a separate entity but will be merged with the General (Incidental) Fund. Its use is optional and is suited mainly to larger districts or those with access to electronic data processing. |
| | 12X | <u>Operating Subfund</u> - This subfund comprises the bulk of school district revenues and expenditures in the General (Incidental) Fund and includes all transactions not addressed within one of the separate subfunds included here. |
| | 13X | <u>Free Textbook Subfund</u> - This subfund of the General (Incidental) Fund is used to account for Foreign Insurance (Free Textbook) related transactions. |
| 20X | | <u>Special Revenue (Teachers) Fund</u> - This fund is used to account for revenue sources legally restricted to expenditures for the purpose of teachers' salaries, health insurance benefits for teachers, and tuition payments to other districts. |
| 30X | | <u>Debt Service Fund</u> - This fund will include all accounts necessary to record transactions affecting the value of the unpaid principal of bond issues, value of cash on deposit in the fund, the value of any temporary investments, the amount of current interest and principal requirements of long-term debt and <u>paying agent fees</u> . Receipts from the sale of bonds (new issue) are placed in the Capital Projects Fund. Amounts in the Debt Service Fund are generated from the Debt Service Fund tax levy and are used only to retire bonded debt. Expenses, other than paying agent fees, associated with the issuance of bonds must be paid from the Incidental or Capital Projects Funds as indicated below. The following "other" bond related fees are <u>not</u> paid from the Debt Service Fund but rather from the General (Incidental) Fund if the bond transaction is a refunding of existing bonds , or from the <u>Capital Projects Fund</u> if it is a <u>new issue</u> (a district may elect to pay bond related fees for a "new issue" from the General (Incidental) Fund: a. bonding attorney costs, b. costs of bond sales c. registration fees d. bond printing costs, and e. other costs associated with issuing the bonds. |

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SUBJECT: FUND CODE DESCRIPTIONS

PROCEDURE NO: CDE-402

| CODE | | FUND TITLE |
|-------|--------|---|
| CLASS | DETAIL | |
| 40X | | <u>Capital Projects Fund</u> - The Governmental Accounting Standards Board (GASB) recognizes the Capital Projects Fund as a Governmental Fund type. Section 165.011, RSMo, specifies that this fund is to be used to account for all facility acquisition, construction, all lease purchase payments of principal and interest, and all other capital outlay expenditures with the exception of certain expenditures for classroom instructional capital outlay. |
| 41X | | <u>Bond Proceeds' Capital Outlay Subfund</u> - This subfund comprises a school district's capital outlay expenditures paid with proceeds from the sale of bonds. (Any unspent bond proceeds after the completion of the projects must be transferred to the Debt Service Fund per Section 165.011, RSMo.) |
| 42X | | <u>Regular Capital Outlay Subfund</u> - This subfund comprises the bulk of a school district's annual capital outlay transactions - whether for routine capital outlay purchases, lease purchase principal and interest payments, or facility acquisition and construction paid from annual revenues and/or fund balances. |
| 50X | | <u>Food Service/Enterprise Fund</u> - This fund is an interim fund only for those districts operating a federally funded school lunch program consisting of local meal receipts, state matching money, and Federal Food Service funds. This is an enterprise activity with a unique set of general ledger accounts designed to determine profit and loss in a manner similar to commercial enterprises. This fund may require support from the General (Incidental) Fund. This fund will be merged with the General (Incidental) Fund for state reporting purposes. |
| 60X | | <u>Student Activities/Trust Fund</u> - This is an interim fund only and includes all student activity transactions not identified in other funds and all athletic activities that are not a part of the regular instructional program. This fund must be merged with the General (Incidental) Fund for final state reports. At the LEA's option, fund 60X may be subdivided to use 61X for student activities and 62X for athletics. |
| 70X | | <u>Intraschool Service Fund</u> - This fund is used only by certain large districts to accomplish intradistrict billing of common services. It must be merged with the General (Incidental) Fund for final state reports. |
| 80X | | <u>General Fixed Assets Account Group</u> - This set of non-revenue, non-expenditure accounts will account for specific pieces of property, such as equipment, land, and buildings, acquired by the other funds. This account group is of a continuing running-total type updated at the end of each fiscal year. Each district shall maintain a General Fixed Assets Account Group. |
| 90X | | <u>General Long-Term Debt Account Group</u> - This set of non-revenue, non-expenditure accounts are used to record unmatured general long-term liabilities such as bond issues and lease purchase agreements. An approved bond register can be the source of data for the records in this account group. |

(NOTE: Smaller school districts may not use all of the above funds or subfunds. Larger districts may need to use all of the funds outlined above plus the project codes described in PROCEDURE NO: CDE-409, Project Code Descriptions.)

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING

SUBJECT: REVENUE OBJECT CODE DESCRIPTIONS

PROCEDURE NO: CDE-405

V. Revenue Object Identification

The following alphabetical title listing of revenues may be used as a quick reference for locating individual revenue object codes. Also indicated are grants or revenue titles that have been combined with and are transmitted from DESE to school districts, with another revenue code. For example, Success Link, Technology Training Support Grant (PD) and Grant for Dual Credit are coded as 5397, Other State revenue. This listing is followed by revenue object code descriptions and placement by fund.

| | | | |
|---|------|---|------|
| A+ Schools Grant | 5362 | Educational & Screening/PAT | 5324 |
| Accelerated School Grant | 5336 | Educare Grant | 5374 |
| Accrued Interest on Bonds Sold | 5142 | Eisenhower, Title I, ESEA | 5465 |
| Admissions (Student Activities) | 5171 | Emergency Immigrant Education | 5462 |
| Adult Basic Education (ABE)-Federal | 5436 | English as a Second Language | 5479 |
| Adult Basic Education (ABE)-State | 5337 | English as a Second Lang Spt Ser Grant | 5379 |
| Adult Basic Education Literacy Grant | 5338 | Escheats | 5211 |
| Adult/Continuing Education Tuition | 5123 | Even Start Family Literacy | 5476 |
| After School Snack Program | 5448 | Excellence in Education Act | 5336 |
| AIDS Education Grant | 5475 | Exceptional Pupil Aid | 5313 |
| Area School Construction Grant | 5332 | Extraordinary Cost-Special Education | 5381 |
| Area Vocational Fees from other LEAs | 5821 | Extended Day Child Care Program Grant | 5368 |
| Basic Formula | 5311 | Facilities Infrastructure Improvement Grant | 5489 |
| Bonds, Sale of | 5611 | Fair Share (Cigarette Tax) | 5334 |
| Bookstore Sales | 5172 | Federal Disaster Assistance | 5413 |
| Bill Back for Excess Cost/Res Placement | 5369 | Federal Emergency Management (FEMA) | 5477 |
| Career Ladder | 5317 | Federal Flood Control | 5231 |
| Child Care Development Fund Grant | 5472 | Federal Flood Counseling | 5417 |
| Child Dev Associate Certificate Program | 5497 | Federal Forest | 5231 |
| Cigarette Tax (Fair Share) | 5334 | Federal Housing | 5416 |
| City Sales Tax | 5117 | Federal Mineral | 5231 |
| Community Services | 5181 | Federal Properties | 5231 |
| Comprehensive School Reform Grant | 5497 | Financial Institution Tax (Intangible Tax) | 5114 |
| Confined Animal Feeding Operations | 5234 | Fines, Forfeitures, Escheats, Overplus | 5211 |
| Contracted Ed Services from other LEAs | 5831 | Food Service (Federal) | 5445 |
| County Stock Insurance Fund | 5234 | Food Service (Non-Program) | 5165 |
| Delinquent Taxes | 5112 | Food Service (State) | 5333 |
| Detwiler Grant, Vocational | 5364 | Foreclosure Sale, Sheriff's | 5211 |
| Desegregation Aid (Federal) | 5485 | Foreign Insurance Aid (Free Textbook) | 5331 |
| Desegregation Aid (State) | 5335 | Foreign Language Assistance Program | 5464 |
| DNR Energy Grant | 5377 | Foreign Language Support Service Grant | 5378 |
| DNR Energy Loan | 5366 | Free and Reduced Lunch/At-Risk | 5318 |
| Domestic Insurance Company Tax | 5234 | Futures Prog, Job Develop, ABE (Fed) | 5468 |
| Donated Commodities | 5511 | Futures Prog, Job Develop, ABE (State) | 5354 |
| Drug Free, Title IV, ESEA | 5461 | Futures Prog, Job Develop, EC/PAT (Fed) | 5469 |
| Early Childhood Spec Ed (Federal) | 5442 | Futures Prog, Job Develop, EC/PAT (State) | 5355 |
| Early Childhood Spec Ed (State) | 5314 | Futures Prog, Job Develop, Job Tng (Fed) | 5471 |
| Earnings on Investments | 5141 | Futures Prog, Job Develop, Job Tng (State) | 5356 |
| Education for Homeless Children/Youth | 5463 | Gifted | 5316 |
| | | Gifts | 5192 |
| | | Goals 2000, Teacher Preservice/Prof Dev | 5458 |

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|--|------|--|------|
| Goals 2000, Title III (Through DESE) | 5457 | Other County | 5234 |
| Goals 2000, Title IV, LIFT Grant | 5456 | Other Non-Current Revenue | 5692 |
| Goals 2000, Title VII (Direct Federal) | 5488 | Overplus | 5211 |
| Grant for Dual Credit | 5397 | | |
| Grants for School Technology | 5364 | Pell Grants | 5484 |
| | | Premium on Bonds Sold | 5612 |
| Handicapped Census | 5351 | Preschool Project, Missouri | 5382 |
| Headstart | 5483 | Prior Period Adjustment | 5195 |
| Health Services Grant, School Age Child | 5367 | Private Car Tax | 5221 |
| Homeless Children/Youth | 5463 | Proposition C (Sales Tax) | 5113 |
| | | Pupil Activity Income | 5179 |
| Impact Aid | 5411 | | |
| Impact Aid, Restricted Purpose | 5486 | Readers for the Blind | 5371 |
| Incentive Grant (Excellence Act) | 5336 | Regular Day Tuition (K-12) | 5121 |
| Individuals w/ Disabilities Act (IDEA) | 5441 | Remedial Reading | 5315 |
| Industrial Technology Grant | 5332 | Rentals | 5191 |
| In Lieu of Tax | 5116 | Reserve Officer Training Corps (ROTC) | 5418 |
| Innovative Ed Programs, Title VI, ESEA | 5455 | Residential Placement/Excess Cost | 5369 |
| Intangible Tax (Financial Institution Tax) | 5114 | | |
| Interest - Earnings on Investments | 5141 | Safe and Drug Free, Title IV, ESEA | 5461 |
| | | Safe Schools Initiative Grant | 5358 |
| Job Development/Customized Training | 5353 | Sale of Bonds | 5611 |
| JTPA (Funds flowing <u>Through DESE</u>) | 5435 | Sale of Food to Pupils | 5151 |
| JTPA (Funds from <u>Other than DESE</u>) | 5482 | Sale of Food to Adults | 5161 |
| | | Sale of Other Property | 5651 |
| Kansas City Boulevard Tax | 5118 | Sale of School Buses | 5641 |
| | | Sales Tax (Proposition C) | 5113 |
| Learn and Serve America | 5473 | School-Age Care Discretionary Fund Grant | 5467 |
| LIFT Grant, Goals 2000, Title IV | 5456 | School Breakfast Program | 5446 |
| Literacy Grant, Adult Basic Education | 5338 | School Children's Health Svc Grant | 5367 |
| Locally Assessed Railroad and Utility Tax | 5111 | School District Trust Fund (Proposition C) | 5113 |
| Local Revenue, Miscellaneous | 5198 | School Lunch Program | 5445 |
| | | School Technology Grant | 5364 |
| Medicaid | 5412 | School to Work Grant | 5474 |
| Migrant, Title I, ESEA | 5452 | Select Teachers as Reg Resource (STARR) | 5376 |
| Milk Program, Special | 5447 | Sheriff's Sales | 5211 |
| Mineral, Federal | 5231 | Sliver Grant-Special Education | 5441 |
| Missouri Preschool Project | 5382 | Smaller Class Size Initiative - Title VI | 5455 |
| Miscellaneous Local Revenue | 5198 | Snack Program, After School | 5448 |
| M & M Surcharge | 5115 | Special Milk Program | 5447 |
| MO Dept of Cons. Landscape Grant | 5373 | State Assessed Utility Tax | 5221 |
| MO Dept of Nat. Res. Energy Grant | 5377 | State Emer Management (SEMA) Funds | 5372 |
| MO Dept of Nat. Res. Energy Loan | 5366 | State Improvement Grant (SIG) | 5441 |
| MO School Age Children's Health Svc | 5367 | Student Organization Member Dues/Fees | 5173 |
| | | Success Leads to Success Grant | 5365 |
| National/Community Trust Act | 5473 | Success Link | 5397 |
| Net Insurance Recovery | 5631 | Surcharge (M & M) | 5115 |
| Net Receipts From Clearing Accounts | 5196 | Summer Child Care | 5357 |
| New Schools Pilot Project Grant | 5361 | Summer Food Service Program | 5481 |

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|---|------|
| Taxes, Current Year | 5111 |
| Taxes, Delinquent | 5112 |
| Technology Grant, School Technology | 5364 |
| Technology Literacy Challenge Grant | 5466 |
| Technology Training Support Grant (PD) | 5397 |
| Temporary Direct Deposit | 5691 |
| Textbook (Foreign Insurance Aid) | 5331 |
| Title I - ESEA | 5451 |
| Title I - ESEA, Migrant | 5452 |
| Title II - ESEA, Eisenhower Prof Develop | 5465 |
| Title IV - ESEA, Safe & Drug Free | 5461 |
| Title VI - ESEA, Innovative Ed Programs | 5455 |
| Title VI - ESEA, Smaller Class Size | 5455 |
| Transportation Fees From Patrons | 5131 |
| Transportation Received from Other LEAs | 5841 |
| Transportation (State Aid) | 5312 |
| Tuition, Adult Education (Post-Secondary) | 5123 |
| Tuition, Regular Day, (K-12) | 5121 |
| Tuition, Summer School | 5122 |
| Tuition from Other LEAs | 5811 |
| Unclaimed Tax Surplus | 5211 |
| Video Tax (State) | 5352 |
| Vocational/At-Risk | 5322 |
| Vocational - Detwiler Grant | 5364 |
| Voc Education, Basic Grant | 5427 |
| Voc Education, Consumer Homemaking | 5429 |
| Voc Education, Basic Grant | 5427 |
| Voc Education, Special Projects | 5421 |
| Voc Education Tech Prep Program | 5431 |
| Vocational Rehabilitation | 5478 |
| Vocational/Technical Aid (State) | 5332 |
| Voc-Tech Enhancement Grant | 5359 |

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| <u>CODE</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
|-------------|---------------|--|---|
| 5150 | | <u>Food Service - Pupils</u> | |
| 5151 | | <u>Sales to Pupils</u> Amounts received from pupils for the sale of meals served under the National School Lunch and Breakfast Programs. | General Fund |
| 5160 | | <u>Food Service - Adults</u> | |
| 5161 | | <u>Sales to Adults</u> Amounts received from adults for the sale of meals served under the National School Lunch and Breakfast Programs. | General Fund |
| 5165 | | <u>Food Service - Non-Program</u> Amounts received from the sale of extra milk, a la carte, snack bar, vending, special meals, etc. | General Fund |
| 5170 | | <u>Enterprise Sources</u> | |
| 5171 | | <u>Admissions</u> (Student Activities) Amounts received from patrons and students for a school-sponsored activity. | General Fund |
| 5172 | | <u>Bookstore Sales</u> Amounts received from patrons and students from the operation of a bookstore or sale of supplies. | General Fund |
| 5173 | | <u>Student Organization Membership Dues and Fees</u> | General Fund |
| 5179 | | <u>Other Pupil Activity Income</u> All other revenue from pupil activities not listed above. | General Fund |
| 5180 | | <u>Community Services</u> | |
| 5181 | | <u>Community Services</u> Revenues from activities performed by the LEA as community services, not directly related to providing an education for pupils. Includes local dollars from parents for School Age Childcare. | Placed by fund according to expenditures for such services. |
| 5190 | | <u>Other Revenue from Local Sources</u> | |
| 5191 | | <u>Rentals</u> Revenue from rental of school facilities or other property owned by the school district. | General Fund or Capital Projects Fund at the discretion of the local board. |

The following symbols are used to denote required placement of specific revenues for quick reference:

v= Revenues that must be placed in each fund in the same proportion as the fund levy is to the total adjusted levy.

+ = Revenues that must be placed in the General and Special Revenue Funds based on the ratio of the adjusted levy by fund to the total levy in the two funds.

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| <u>CLASS</u> | <u>CODE</u> <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
|--------------|------------------------------|---|--|
| | 5192 | <u>Gifts</u> Amounts received from philanthropic or private organizations, individuals, or other sources for which no repayment or special service to the contributor is expected. | Placed in the fund where it can be expended to meet the purpose for which it was donated and accepted per Section 165.011, RSMo. |
| | 5193 | Future Program | |
| | 5194 | Future Program | |
| | 5195 | <u>Prior Period Adjustment</u> Recovery of items previously expended in a prior fiscal year. This also includes prior year accounts payable adjustments after final liquidation. | May be placed in any fund according to type of initial action. |
| | 5196 | <u>Net Receipts From Clearing Accounts</u> At the end of the accounting period, the excess of gross receipts over gross expenditures of revolving funds and clearing accounts that are under the jurisdiction and control of the board of education when such funds are available for general expenditure by the local board. Also included is the net of revenue over expense in the vocational houses built for resale. (See Inventory for Resale, General Ledger Account 1315). | May be placed in any fund according to type of initial action. |
| | 5197 | Future Program | |
| | 5198 | <u>Miscellaneous Local Revenue</u> All other revenues from local sources not covered by the above local revenue codes. | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| 5200 | | <u>Revenue from Intermediate Sources</u> | |
| | 5210 | <u>Tax Related - County</u> | |
| | 5211 | <u>Fines, Escheats, Overplus</u> Amounts received from the county school fund. All fines passing through the office of the County Clerk OR Circuit Clerk. Includes Sheriff's sales (foreclosure sale surplus) /unclaimed tax surplus/overplus surtax per Section 140.230, RSMo. Forfeitures are paid to the state rather than the district per Section 166.131, RSMo. | Special Revenue Fund |
| | 5220 | <u>Tax Collected by County For LEA</u> | |
| | 5221 | <u>State Assessed Utility Tax</u> Amount derived from county average levy for school purposes, capital project purposes and other purposes (Debt Service) on the assessed valuation of railroad | Amount received for other purposes is placed in the Debt Service Fund. Amount received for capital project purposes is placed in the Capital Projects Fund. Amount received for school |

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+ = Revenues that must be placed in the General and Special Revenue Funds based on the ratio of the adjusted levy by fund to the total levy in the two funds.

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| <u>CLASS</u> | <u>CODE</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
|--------------|-------------|---------------|---|--|
| | | 5221 | (Continued) and utility properties as assessed by the state. <u>(Does not include amounts generated from locally assessed Railroad and Utility property; these should be coded to Current Taxes, Revenue Code 5111.)</u> | purposes is placed in the General and Special Revenue Funds in proportion to the adjusted levy in those two funds. |
| | | | This includes private car tax. | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| | 5230 | | <u>Other County Revenue</u> | |
| | | 5231 | <u>Federal Properties</u> Amounts received from federal properties through the county per Section 12.070, RSMo. These payments are based on revenue transmittals through the State Treasurer to each county from the United States Departments of Agriculture and Interior for forest management services/mineral leasing receipts based upon Section 2506 of the National Energy Bill. It also includes receipts paid through the county per Section 12.080, RSMo, as received from any federal department for leases of federal land subject to the Flood Control Act(33 U.S.C.A.) of 1928, as amended. | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| | | 5234 | <u>Other County Revenue</u> Proceeds of taxes paid by domestic insurance companies on premiums written per Section 148.330 (4), RSMo, (also called County Stock Insurance Fund); and other revenue received through the county not specified above. | Placed in the operating funds at the discretion of the local board. |
| | | | Penalties paid by concentrated animal feeding operations | Placed in the Special Revenue Fund. |
| | | v | Receipts from the County Stock Insurance Fund | Placed in each fund in the same proportion as the fund levy is to the total adjusted levy. |
| | 5300 | | <u>Revenue from State Sources</u> | |
| | | 5310 | <u>Foundation Formula, State Aid</u> | |
| | | 5311 | + <u>Basic Formula</u> Amounts received from the State Foundation Formula, Line 1, entitlement, minus Line 10 deductions (The calculated <u>apportionment</u> amount plus or minus prior year corrections). | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo. |

The following symbols are used to denote required placement of specific revenues for quick reference:

v= Revenues that must be placed in each fund in the same proportion as the fund levy is to the total adjusted levy.

+ = Revenues that must be placed in the General and Special Revenue Funds based on the ratio of the adjusted levy by fund to the total levy in the two funds.

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| <u>CODE</u> | | | |
|--------------|---------------|--|--|
| <u>CLASS</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
| 5312 | + | <u>Transportation</u> Amounts received from the state for transportation of school children. | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo, EXCEPT a specified percentage of the Transportation State Aid may be placed in the Capital Projects Fund in 1999-2000 or as authorized by the General Assembly. |
| 5313 | + | <u>Exceptional Pupil</u> Amounts received from the state to provide for Special Education programs. | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo. |
| 5314 | + | <u>Early Childhood (3 & 4 Year Old) Special Education</u> Amounts received from the state to provide for early childhood special education programs. (Federal revenues received for this program should be coded to Early Childhood Special Education, Revenue Code 5442.) | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo. |
| 5315 | + | <u>Remedial Reading</u> Amounts received from the state for remedial reading programs. | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo. |
| 5316 | + | <u>Gifted</u> Amounts received from the state for gifted programs. | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo. |
| 5317 | + | <u>Career Ladder/Excellence in Education Act</u> Amounts received from the state through the Excellence in Education Act for the <u>career ladder salary supplement</u> . | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo. |
| 5318 | + | <u>Free and Reduced Lunch/At-Risk</u> Amounts received from the State Foundation Formula, Line 14, for students eligible for free or reduced lunch who were enrolled on the last Wednesday in January for the preceding school year <u>and</u> were in attendance on one of the ten (10) preceding school days. | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo. |
| 5319 | | Future Program | |
| 5321 | | Future Program | |
| 5322 | + | <u>Vocational/At-Risk</u> Amounts received from the state for alternate education centers/At-Risk centers funded through Section 167.332, RSMo. (Vocational Program Code 22-04) | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo. |

The following symbols are used to denote required placement of specific revenues for quick reference:

v= Revenues that must be placed in each fund in the same proportion as the fund levy is to the total adjusted levy.

+ = Revenues that must be placed in the General and Special Revenue Funds based on the ratio of the adjusted levy by fund to the total levy in the two funds.

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|--------------|-------------|---------------|--|---|
| | 5323 | | Future Program | |
| | 5324 | + | <u>Educational and Screening Program Entitlement/ Parents As Teachers (PAT)</u> Amounts received from the state for Early Childhood Screening/Parents As Teachers (PAT) programs per Sections 163.031 and 167.332, RSMo. | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds per Section 163.031(7), RSMo |
| | 5325 | | Future Program | |
| | 5326 | | Future Program | |
| | 5327 | | Future Program | |
| | 5328 | | Future Program | |
| | 5329 | | Future Program | |
| 5330 | | | <u>State Revenue</u> | |
| | 5331 | | <u>Foreign Insurance Aid (Free Textbook)</u> Amounts received from the state for the purchase of textbooks, supplemental texts, library and reference books, contractual educational services and instructional supplies used by the children in the classroom per Section 170.051, RSMo. | General Fund |
| | 5332 | | <u>Vocational/Technical Aid</u> Amounts received from the state that represent reimbursement for vocational education. This reimbursement represents the state's portion of the matching requirement per Sections 178.420 through 178.580, RSMo. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5333 | | <u>Food Service - State</u> Amounts received from the state for school lunch programs. | General Fund |
| | 5334 | | <u>Fair Share (Cigarette Tax)</u> Amounts received from the distribution of state cigarette tax per Section 149.015.7, RSMo. | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| | 5335 | | <u>Desegregation Aid</u> Amounts received from the state for participation in Court-ordered desegregation plans. This includes fiscal incentives and capital improvements. | Placed by fund according to planned expenditures or court order. |
| | 5336 | | <u>Excellence in Education Act (Incentive Grants)</u> Amounts received from the state through the Excellence in Education Act for Incentive Grants. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5337 | | <u>Adult Basic Education (ABE) - State</u> Amounts received from the state for adult education programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |

The following symbols are used to denote required placement of specific revenues for quick reference:

v= Revenues that must be placed in each fund in the same proportion as the fund levy is to the total adjusted levy.

+ = Revenues that must be placed in the General and Special Revenue Funds based on the ratio of the adjusted levy by fund to the total levy in the two funds.

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|--------------|------------------------------|---|---|
| | 5337 | <u>Adult Basic Education (ABE) - State</u> Amounts received from the state for adult education programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5338 | <u>Adult Basic Education Literacy Grant</u> Amounts received from the state to encourage adult programs in rural areas where the adult student population will not support a regular ABE program. This grant requires a 40% local match. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5339 | Future Program | |
| | 5341 | Future Program | |
| | 5342 | Future Program | |
| | 5343 | Future Program | |
| | 5344 | Future Program | |
| | 5345 | Future Program | |
| | 5346 | Future Program | |
| | 5347 | Future Program | |
| | 5348 | Future Program | |
| | 5349 | Future Program | |
| | 5351 | <u>Handicapped Census</u> Amounts received from the state for the identification of handicapped pupils per Section 162.990, RSMo. | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| | 5352 | <u>Video Tax (State)</u> Amounts received from the state video tax. Includes initial access extension grant. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5353 | <u>Job Development/Customized Training</u> Amounts received from the MO Dept. of Economic Development, MO Job Development Fund. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5354 | <u>Futures Program, Job Development, Adult Basic Education (ABE)</u> State portion of revenue from MO Dept. of Social Services, Div. of Family Services passed through MO Dept. of Elem. and Sec. Ed. for adult basic education. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |

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| | 5355 | <u>Futures Program, Job Development, Early Childhood/Parents As Teachers (PAT)</u> State portion of revenue from MO Dept. of Social Services, Div. of Family Services passed through MO Dept. of Elem. and Sec. Ed. for Early Childhood/Parents As Teachers. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5356 | <u>Futures Program, Job Development, Job Training</u> State portion of revenue from MO Dept. of Social Services, Div. of Family Services passed through MO Dept. of Elem. and Sec. Ed. for job training programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5357 | <u>Summer Child Care</u> Amounts received from the MO Division of Family Services for summer child care programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5358 | <u>Safe Schools Initiative Grant</u> Amounts received through the state for salaries, equipment, supplies, and programs that promote safe schools. Amounts may be received from the Division of Instruction for instructional purposes and/or from the Division of Vocational and Adult Education for equipment (capital outlay) (Program Code 21-04). | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5359 | <u>Vocational-Technical Education Enhancement Grant</u> Amounts received through the Outstanding Schools Act/SB 380 (1993) to fund allowable expenditures as outlined in 5 CSR 60-120.070. (See Section 178.585, RSMo.) (Vocational Program Code 15-24) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5361 | <u>New Schools Pilot Project Grant</u> Amounts received through the Outstanding Schools Act/SB 380 (1993) to fund allowable expenditures as outlined in 5 CSR 50-370.010. (See Section 162.1010, RSMo.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5362 | <u>A+ Schools Grant</u> Amounts received through the Outstanding Schools Act/SB 380 (1993) to fund allowable expenditures as outlined in 5 CSR 60-120.060 (See Section 160.545, RSMo.) (Vocational Program Code 15-13) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5363 | Future Program | |
| | 5364 | <u>Grants for School Technology</u> Amounts received through the Outstanding Schools Act/SB 380 (1993) for the purchase of computers, data transmission lines, net-working hardware/software and science/math lab equipment as outlined in 5 CSR 50-380.010. (See Section 170.254, RSMo.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |

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| 5365 | | <u>Success Leads to Success Grants</u> Amounts received through the Outstanding Schools Act/SB 380 (1993) to promote successful programs which result in a measurable improvement in student performance. (See Section 160.530, RSMo.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5366 | | <u>MO Department of Natural Resources (DNR) Energy Loans</u> Amounts received from the state for energy conservation programs pursuant to Sections 160-300-160.328, RSMo. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5367 | | <u>MO School Age Children's Health Services Grant</u> Amounts received through grant application with the MO Dept. of Health, Div. of Maternal, Child and Family Health, for planning, basic and expanded health services and school based health centers per HB 564 (1993). (See Section 167.603, RSMo.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5368 | | <u>Extended Day Child Care Program Grant</u> Amounts received from state in the form of competitive School-Age Care grants to be used for the purchase of materials, supplies, equipment, training, salaries for activities includes salaries for program operation, licensing and accreditation of local programs. Priority given to new sites or sites increasing program availability. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5369 | | <u>Residential Placement/Excess Cost</u> Payments made for children in residential placements through the MO Dept. of Mental Health or Div. of Family Services pursuant to Section 162.970, RSMo. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5371 | | <u>Readers for the Blind</u> Amounts received from the state for readers for blind students. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5372 | | <u>State Emergency Management Agency (SEMA) Funds</u> Amounts received from the state for the state matching portion of a disaster assistance grant. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5373 | | <u>MO Department of Conservation Landscape Grant</u> Amounts received from the state for landscape purposes. | Placed in the Capital Projects Fund except that portion applied to administrative costs shall be placed in the General Fund. |
| 5374 | | <u>Educare Grant</u> Amounts received directly from the MO Dept. of Social Services for training preschool workers. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT the revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5375 | | Future Program | |

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| <u>CLASS</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
| 5376 | | <u>Select Teachers As Regional Resource (STARR)</u> Amounts received to pay replacement teachers that are taking the place of teachers selected and trained to conduct professional development training workshops at a university site. | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| 5377 | | <u>MO Department of Natural Resources (DNR) Energy Grant</u> Amounts received as a competitive grant from the MO Dept. of Natural Resources through the Institutional Conservation Program (ICP) for energy conservation improvements to school facilities. Includes rubber (tire) chips for playground equipment. | Placed in the Capital Projects Fund except that portion that applies to administrative costs shall be placed in the General Fund. |
| 5378 | | <u>Foreign Language Support Service Grant</u> Amounts received through the state for demonstration grants in critical foreign languages. | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| 5379 | | <u>English as a Second Language Support Service Grant</u> Amounts received through the state for programs that address English as a Second Language. (See also English as a Second Language (ESL)/Bilingual, 5479.) | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| 5381 | | <u>Extraordinary Costs - Special Education</u> Amounts received from state funds in the current year as a reimbursement for expenditures during the prior year made on behalf of a student with a disability when the current expenditure per EP exceeds five times the district's average. Reimbursement is made only for expenses which exceed this multiple of five. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital outlay purposes shall be placed in the Capital Projects Fund. |
| 5382 | | <u>Missouri Preschool Project</u> Amounts received from the state for early childhood (three and four year old children) programs to prepare children for success upon entering kindergarten per HB 1519 (1998). (See Section 313.835, RSMo.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital outlay purposes shall be placed in the Capital Projects Fund. |
| 5383 | | Future Program | |
| 5384 | | Future Program | |
| 5385 | | Future Program | |
| 5386 | | Future Program | |
| 5387 | | Future Program | |
| 5388 | | Future Program | |
| 5389 | | Future Program | |
| 5391 | | Future Program | |
| 5392 | | Future Program | |

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| | 5393 | Future Program | |
| | 5394 | Future Program | |
| | 5395 | Future Program | |
| | 5396 | Future Program | |
| | 5397 | <u>Other State Revenue</u> Amounts received from state agencies not listed above. (Includes Grant for Dual Credit, Success Link and Technology Training and Support Grant) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT the revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5400 | | <u>Revenue from Federal Sources</u> | |
| | 5410-19 | <u>Grants-In-Aid-Unrestricted, Direct</u> Amounts received directly from the federal government. | |
| | 5411 | <u>Impact Aid</u> Amounts received from federal funds by LEAs having increased enrollments due to federal activities. <u>Impact Aid, Restricted Purpose</u> should be coded to Revenue 5486. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5412 | <u>Medicaid</u> Amounts received as a reimbursement for expenditures. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5413 | <u>Federal Disaster Assistance</u> Amounts received from the federal government as a replacement of local tax revenue lost due to flooding or other disaster. Replacement is based on 90% of lost assessed valuation the first year, 75% of 90% the second year, 50% the third year, and 25% the fourth year. | Placed in each fund in the same proportion as the fund levy is to the total adjusted levy. |
| | 5414 | Future Program | |
| | 5415 | Future Program | |
| | 5416 | <u>Federal Housing</u> Amounts received from the federal government as a reimbursement for housing related expenditures. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5417 | <u>Federal Flood Counseling</u> Amounts received from the federal government as a reimbursement for flood/counseling related expenditures. | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| | 5418 | <u>Reserve Officer Training Corps (ROTC)</u> Amounts received from the federal government as a reimbursement for the various military services reserve officer training programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |

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|-------------|---------------|--|---|
| 5420-59 | | <u>Grants-In-Aid-Restricted, Federal through State</u> Amounts received from the federal government through the state. | |
| 5421 | | <u>Special Vocational Projects/Other</u> Vocational Leadership revenue for special projects or other programs not listed in revenue codes 5424-31. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5422 | | Future Program | |
| 5423 | | Future Program | |
| 5424 | | Future Program | |
| 5425 | | Future Program | |
| 5426 | | Future Program | |
| 5427 | | <u>Vocational Education Act-Title I, Basic Grant</u> Allocation of funds to improve vocational education programs with the full participation of individuals who are members of special populations. (Vocational Program Code 13-24) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5428 | | Future Program | |
| 5429 | | Future Program | |
| 5431 | | <u>Vocational Education Act-Title II, Tech Prep Program</u> Grants to LEAs for the development of four-year programs to provide a strong link between secondary and postsecondary educational institutions. (Vocational Program Code 46-07) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5432 | | Future Program | |
| 5433 | | Future Program | |
| 5434 | | Future Program | |
| 5435 | | <u>Job Training Partnership Act (JTPA)</u> Includes only federal JTPA revenue flowing through DESE. (JTPA direct from other sources should be coded 5482.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5436 | | <u>Adult Basic Education (ABE) - Federal</u> Amounts received from the federal government flowing through the state for adult education programs. (See also Adult Basic Education - State, 5337.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5437 | | Future Program | |

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| <u>CLASS</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
| | 5438 | Future Program | |
| | 5439 | Future Program | |
| | 5441 | <u>Individuals with Disabilities Act (IDEA)</u> Amounts received through PL 102-142, previously known as PL 94-142, "Education of the Handicapped, Act B." (Includes Sliver Grant, Program Code SL-01.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5442 | <u>Early Childhood Special Education - Federal</u> Amounts received from the federal government for early childhood special education programs. Includes IDEA, Part H/PL 102-119 & Section 619 grants. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5443 | Future Program | |
| | 5444 | Future Program | |
| | 5445 | <u>School Lunch Program</u> Amounts received directly through DESE Food Service for the National Food Lunch Program. (Revenue received directly from the MO Dept. of Health is coded 5481.) | General Fund |
| | 5446 | <u>School Breakfast Program</u> Amounts received directly through DESE for the School Breakfast Program. Includes receipts from one-time grant for breakfast program start-up. | General Fund |
| | 5447 | <u>Special Milk Program</u> Amounts received directly through DESE for the Special Milk Program. | General Fund |
| | 5448 | <u>After School Snack Program</u> Funds received as the USDA Federal reimbursement for allowable snack program expenditures. Revenue received from sources other than USDA for this program should be reported as 5165, Food Service Non-Program. Expenditures should be reported in 2561-Food Service. | General Fund |
| | 5449 | Future Program | |
| | 5451 | <u>Title I - Elementary and Secondary Education Amendments of 1965 (ESEA)</u> Amounts received through Regular Title I, appropriated from the US Congress. (Formerly Chapter 1) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5452 | <u>Title I - ESEA, Migrant</u> Amounts received through the state for supplementary services to migratory children. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5453 | Future Program | |

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| | 5454 | Future Program | |
| | 5455 | <u>Title VI - ESEA, Innovative Education Programs</u> Amounts received through the state to support educational reform. Includes Smaller Class Size Initiative. (Formerly Chapter 2, Formula Grant) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5456 | <u>Goals 2000, Title IV, LIFT Grant</u> Amounts received from Literacy Investment for Tomorrow (LIFT) and Parents as Teachers National center passing through the state for the Parents as Teachers program to serve high needs families with 3-4 year old children. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5457 | <u>Goals 2000, Educate America Act, Title III, Systemic Improvement Grant</u> Amounts received from the federal government through DESE for districts to implement locally developed improvement plans directed towards meeting the state content and performance standards. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5458 | <u>Goals 2000, Teacher Preservice and Professional Development Grant</u> Amounts received through the state in the form of competitive grants (no local match) for teacher preservice and professional development programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5459 | Future Program | |
| | 5460-79 | <u>Other Federal Restricted, Through the State</u> | |
| | 5461 | <u>Title IV - ESEA, Safe and Drug Free Schools and Communities</u> Amounts received through the state for drug education and violence prevention programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5462 | <u>Emergency Immigrant Education</u> Amounts received through the state for immigrant students. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5463 | <u>Education for Homeless Children and Youth</u> Amounts received through the state for supplementary services to improve the effectiveness of education of homeless children and youth. Funded through the Stewart B. McKinney Homeless Children and Youth Act. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5464 | <u>Foreign Language Assistance Program</u> Amounts received through the state for demonstration grants in critical foreign languages. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |

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| <u>CODE</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
|-------------|---------------|---|---|
| 5465 | | <u>Title II - ESEA, Eisenhower Professional Development</u> Amounts received through the state for professional development in core subject areas. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5466 | | <u>Technology Literacy Challenge Fund (TLCF) Grant</u> Amounts received from the federal government through the state for technology literacy programs. TLCF provides competitive, matching-fund grants for two types of programs: (1) Infrastructure grants to provide classroom computers and Internet access to districts with high levels of poverty and low levels of technology, and (2) Teaching and Learning grants to address staff technology training and curriculum integration projects. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5467 | | <u>School-Age Care Discretionary Fund Grant</u> Federal dollars received through MO Dept. of Health disbursed by DESE in the form of competitive School-Age Care (SAC) Grants to be used for the purchase of materials, supplies, equipment, training, salaries for activities, development of curriculum or other needed services (other than salaries for program operation), licensing and accreditation. These local grants are used by districts to implement or improve on existing quality SAC Programs in public schools only. (Formerly Dependent Care Grant) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5468 | | <u>Futures Program, Job Development, Adult Basic Education (ABE)</u> Federal dollars received from the US Dept. of Health and Human Services through the MO Dept. of Social Services, Div. of Family Services passed through MO Dept. of Elem. and Sec. Ed. for adult basic education. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5469 | | <u>Futures Program, Job Development, Early Childhood Parents As Teachers (PAT)</u> Federal dollars received from the US Dept. of Health and Human Services through MO Dept. of Social Services, Div. of Family Services, passed through MO Dept. of Elem. and Sec. Ed. for Early Childhood/ Parents As Teachers programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund |
| 5471 | | <u>Futures Program, Job Development, Job Training</u> Federal dollars received from the US Dept. of Health and Human Services through MO Dept. of Social Services, Div. of Family Services, passed through MO Dept. of Elem. and Sec. Ed. to school districts for job training programs. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital project purposes shall be placed in the Capital Projects fund. |

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|--------------|--|--------------------|---|
| <u>CLASS</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
| 5472 | <u>Child Care Development Fund Grant</u> Federal dollars received through MO Dept. of Health disbursed by DESE. Revenue may be received from <u>both</u> Early Childhood <u>and</u> Community Education School-Age Care Sections in the form of competitive grants to be used for the purchase of materials, supplies, equipment, training, salaries for activities, development of curriculum or other needed services (other than salaries for program operation), licensing and accreditation of local programs. | | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5473 | <u>National and Community Service Trust Act of 1993</u> Grant revenue flowing from the US Dept. of Labor through MO Dept. of Elem. and Sec. Ed. used to develop in-school volunteer programs such as nursing home visitation, clean-up of local parks, tutoring, big brother/big sister, etc. Also known as "Learn and Serve America". | | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5474 | <u>School to Work Grant</u> US Dept. of Education revenue passing through the state for programs encouraging direct entry into the labor force. (Vocational program code 47-18, 47-19) | | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5475 | <u>AIDS Education Grant</u> Amounts received for AIDS education programs. | | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5476 | <u>Even Start Family Literacy</u> Amounts received through the state for demonstration of family literacy programs. | | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5477 | <u>Federal Emergency Management Agency (FEMA) Funds</u> Amounts received from the federal government passing through the State Emergency Management Agency for the federal match portion of disaster funds received as a result of a Presidential Disaster Declaration. | | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5478 | <u>Vocational Rehabilitation</u> Amounts received as true revenue for the Vocational Rehabilitation Program. Does not include amounts received by a district as a reimbursement for expenditures. | | Placed in the General or Special Revenue Fund at the discretion of the local board. |
| 5479 | <u>English as a Second Language (ESL)/Bilingual</u> Amounts received for programs that address English as a Second Language. | | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |

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| <u>CLASS</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
| 5480-89 | | <u>Other Grants-In-Aid-Restricted, Federal</u> Amounts received directly from the federal government/federal agencies. | |
| 5481 | | <u>Summer Food Service Program</u> Amounts received from the MO Dept. of Health and <u>NOT</u> a part of the regular food service program. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5482 | | <u>Job Training Partnership Act (JTPA)</u> JTPA revenue received from sources <u>other than DESE</u> . | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5483 | | <u>Headstart</u> Amounts received as a sub-grantee (delegate) to operate a headstart program. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5484 | | Pell Grants Amounts received from the federal government for an individual which enables that individual to enroll in an adult education program. This grant should not be handled as a receipt to the district but rather as a pass-through to the individual. | General Fund |
| 5485 | | <u>Desegregation Aid</u> Amounts received from the federal government for desegregation purposes. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5486 | | <u>Impact Aid, Restricted Purpose</u> Amounts received from the federal government by LEAs (due to federal activities) for a specific purpose. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5487 | | Future Program | |
| 5488 | | <u>Goals 2000, Educate America Act, Title VII, Safe Schools</u> Amounts received <u>directly from the federal government</u> to plan and promote school safety programs directed towards reducing school violence and discipline problems. | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenues received for capital projects purposes shall be placed in the Capital Projects Fund. |
| 5489 | | <u>Facilities Infrastructure Improvement Grant</u> Amounts received from the US Secretary of Education through Title XII of the "Improving Americas Schools Act" to ensure the health and safety of students through the repair, renovation, alteration and construction of public elementary or secondary school libraries, media centers, or facilities used for academic or vocational instruction (competitive grant). | Placed in the Capital Projects Fund except for that portion received for administrative costs which shall be placed in the General Fund. |

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|--------------|------------------------------|--|---|
| | 5491 | Future Program | |
| | 5492 | Future Program | |
| | 5494 | Future Program | |
| | 5495 | Future Program | |
| | 5496 | Future Program | |
| | 5493 | Future Program | |
| | 5497 | <u>Other Federal Revenue</u> Amounts received from federal sources not listed above. (Example - Refund of crude oil overcharge. Includes Comprehensive School Reform Grant.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund. |
| | 5498 | Future Program | |
| 5500 | | <u>Noncash - Revenue from Federal Sources</u> | |
| | 5510 | <u>Donated Commodities</u> | |
| | 5511 | <u>Donated Commodities</u> The value of donated commodities (food products) as received from the US Department of Agriculture, distributed through the Dept. of Elem. and Sec. Ed., School Food Service. | |
| 5600 | | <u>Non-Current Revenue</u> | |
| | 5610 | <u>Sale of Bonds</u> | |
| | 5611 | <u>Sale of Bonds</u> Amounts received as principal from the sale of bonds. | Capital Projects Fund |
| | 5612 | <u>Premium on Bonds Sold</u> Amounts received as premium from the sale of bonds above par. | Capital Projects Fund |
| | 5630 | <u>Insurance</u> | |
| | 5631 | <u>Net Insurance Recovery</u> Compensation or insurance recoveries for loss of school property <u>above</u> the cost of actual replacement or property not being replaced. (See Casualty/Loss Clearing Account, General Ledger Account 3320.) | Capital Projects Fund |
| | 5640 | <u>Sale of School Buses</u> | |
| | 5641 | <u>Sale of School Buses</u> Amounts received from the sale of school buses. | Capital Projects Fund |

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| <u>CLASS</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
| 5650 | | <u>Sale of Other Property</u> | |
| | 5651 | <u>Sale of Other Property</u> Amounts received from the sale of equipment such as cafeteria or instructional equipment. Also includes amounts received from the sale of a building or land or a combination of both. The sale of a building representing a vocational project for resale is credited in the General Fund to Inventory for Resale, General Ledger Account 1315. | Capital Projects Fund |
| 5690 | | <u>Other Non-Current Revenue</u> | |
| | 5691 | <u>Temporary Direct Deposit Revenues</u> Amounts received from the Dept. of Elem. and Sec. Ed. representing the portion of state aid which is directly deposited into a designated trustee account for the participation in the MO Health and Educational Facilities Authority (MOHEFA) Direct Deposit Program. | Debt Service Fund |
| | 5692 | <u>Other Non-Current Revenue</u> Amounts received from sources other than those identified above. (For example, in a <u>debt refunding transaction</u> (See PROCEDURE NO: PRC-523, <u>Debt Refunding for Non-Callable Bonds</u>), the amount of "new issue" would be placed here in the Debt Service Fund.) | Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital project purposes shall be placed in the Capital Projects Fund. In a <u>debt refunding transaction</u> , the amount of "new issue" would be placed in the Debt Service Fund. |
| 5800 | | <u>Amounts Received from Other LEAs</u> | |
| | 5810 | <u>Tuition from Other LEAs</u> | |
| | 5811 | <u>Tuition from Other LEAs - Regular Term</u> Amounts received from other LEAs for the regular school term. | Placed in the General and Special Revenue Fund at the discretion of the local board. |
| | 5812 | <u>Tuition from other LEAs - Summer School</u> Amounts received from other LEAs for summer school. | Placed in the General and Special Revenue Fund at the discretion of the local board. |
| 5820 | | <u>Area Vocational School Fees from Other LEAs</u> | |
| | 5821 | <u>Area Vocational School Fees from Other LEAs</u> | Placed in the General and Special Revenue Fund at the discretion of the local board. |
| 5830 | | <u>Contracted Educational Services from Other LEAs</u> | |
| | 5831 | <u>Contracted Educational Services from Other LEAs</u> Includes amounts received as Local Tax Effort from another school district. | Placed in the General and Special Revenue Fund at the discretion of the local board. |

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| <u>CLASS</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> | <u>PLACEMENT</u> |
| 5840 | | <u>Transportation Amounts Received from Other LEAs</u> | General Fund |
| | 5841 | <u>Transportation Amounts Received from Other LEAs</u> Amounts received for interdistrict transportation of other districts' students <u>and</u> amounts received from a district serving as fiscal agent for Early Childhood Special Education (ECSE) transportation | General Fund General Fund |

The manual user will observe that many revenue object codes do not have a significant digit in the fourth position. The individual school districts have the option of using these unspecified areas for local informational needs. For instance, in account 5150-Food Service - Pupils, it may be important to a district to utilize the following subobject classification:

| <u>CODE</u> | | |
|--------------|---------------|------------------------------|
| <u>CLASS</u> | <u>DETAIL</u> | <u>DESCRIPTION</u> |
| 5150 | | <u>Food Service - Pupils</u> |
| | 5151 | School Lunch - Regular |
| | 5152 | School Lunch - Reduced Price |
| | 5153 | Breakfast - Regular |
| | 5154 | Breakfast - Reduced Price |

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SUBJECT: EXPENDITURE OBJECT CODE DESCRIPTIONS

PROCEDURE NO: CDE-407

VII. Expenditure Object Code Descriptions

Expenditure Object means the service or commodity obtained as a result of a specific expenditure. There are six object categories, each of which is further subdivided into sub-objects. Code numbers in the CLASS column and middle (subclass) column ending in zero are for subtotaling purposes only and are not used for posting transactions.

An expenditure object code is based on how a particular expenditure is paid out or planned to be paid out, whether as a salary, an employee benefit, a purchased service, a supply item, a capital outlay, or a debt expenditure. Detail expenditure object codes are further broken down in order to collect specific expenditure detail for detail reporting purposes. (See Part III-C of the Annual Secretary of the Board Report (ASBR) to see the distinction made in expenditure object code detail.)

| <u>CODE</u> | | <u>DESCRIPTION</u> |
|--------------|---------------|---|
| <u>CLASS</u> | <u>DETAIL</u> | |
| 6100 | | <u>Salaries</u> - Amounts paid to employees of the LEA who are considered to be in a position of permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the LEAs. |
| 6110 | | <u>Certificated Teacher Salaries</u> |
| 6111 | | <u>Regular Salaries</u> - Full-time, contract, and prorated portions of the costs for work performed by teachers (defined in the broad sense of Section 168.104 (7),RSMo) of the LEA who are considered to be in positions of a permanent nature. If a supplemental duty is a part of the regular year contractual duties or required of the position, it should be included in this object. Career ladder is also included in this object. These salaries are subject to teacher retirement (Public School Retirement System of Missouri, PSRS). Certificated employees meeting the definition of "new-hire" (hired after March 31, 1986) are also subject to Medicare-only withholdings. |
| 6120 | | <u>Certificated - Part-time</u> |
| 6121 | | <u>Substitute and Other Part-time Teacher Salaries</u> - Certificated <u>teachers</u> who work less than full-time and perform work in positions of either temporary or permanent nature. Part-time teachers can be looked at as two distinct groups for retirement purposes. New, part-time, certificated employees (hired after August 28, 1997) as a teacher or employed in a non-teaching position, for <u>20 or more hours per week</u> shall be a member, on a pro-rata basis, in the Public School Retirement System (PSRS) of Missouri with the option of electing non-teacher retirement. If a part-time certificated employee (hired before August 28, 1997) has elected to be a member of the non-teacher retirement system, the election made at the time of employment is permanent and irrevocable, unless the employee becomes a full-time employee, at which time membership in PSRS is required by law. Certificated employees, employed to serve <u>less than 20 hours per week</u> are not eligible for coverage under either PSRS or NTRS, until such time as they become employed to serve 20 hours or more per week. Those certificated employees serving less than 20 hours per week are subject to OASDI and Medicare only. If a summer school teacher was a member of PSRS during the regular term, that employee would be subject to teacher retirement during summer school regardless of the number of hours worked. |

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| <u>CLASS</u> | <u>DETAIL</u> |
| 6130 | <u>Certificated - Supplemental</u> |
| 6131 | <u>Supplemental Pay</u> - Amounts paid for student activities sponsorship, coaching, stipends for curriculum development and other duties beyond the regular school day or school session. Subject to state and federal tax <u>and</u> teacher retirement whether or not the supplemental duty is related to the employee's regular position. Certificated employees meeting the definition of "new-hire" (hired after March 31, 1986) are also subject to Medicare-only withholdings. |
| 6140 | <u>Certificated Employees Unused Sick Leave and/or Severance Pay</u> |
| 6141 | <u>Certificated Employees Unused Sick Leave and/or Severance Pay</u> - Amounts paid to certificated employees at time of retirement or termination of employment for that portion of unused sick leave, vacation leave and early retirement buyout. No teacher retirement, full-social security, or Medicare-only deductions are to be made from these payments to certificated employees covered by the Public School Retirement System of Missouri. Federal and State tax deductions are to be made. When "new hire" certificated employees (hired after March 31, 1986 and subject to Medicare-only withholdings) qualify for these payments, Medicare will need to be withheld from the payment. |
| 6150 | <u>Classified Salaries - Regular</u> |
| 6151 | <u>Classified Salaries - Regular</u> - Full-time and prorated portions of the costs for work performed by typically non-certificated employees of the LEA and certificated employees who are employed in non-teaching positions of a permanent nature. (Includes <u>all teacher aides whether certificated or non-certificated</u> .) Generally subject to non-teacher retirement and OASDI and Medicare. Certificated employees employed to serve <u>less than 20 hours per week</u> are not eligible for coverage under either PSRS or NTRS, until such time as they become employed to serve 20 hours or more per week. Those certificated employees serving less than 20 hours per week are subject to OASDI and Medicare only. Full-time certificated employees regardless of position in the district <u>must</u> participate in the Public School Retirement System. |
| 6160 | <u>Classified Salaries - Part-time</u> |
| 6161 | <u>Classified Salaries - Part-time</u> - Cost for work performed by employees of the LEA who work in positions of less than full-time or of a temporary nature. Subject to non-teacher retirement and OASDI and Medicare. If less than 20 hours per week subject to OASDI and Medicare only. |
| 6170 | <u>Classified Employees Unused Sick Leave and/or Severance Pay</u> |
| 6171 | <u>Classified Employees Unused Vacation, Sick Leave and/or Severance Pay</u> - Amounts paid to classified employees at the time of retirement or termination of employment for that portion of unused sick leave or vacation leave. OASDI and Medicare withholdings along with federal and state income tax deductions are required. |

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|--------------|---------------|--|
| <u>CLASS</u> | <u>DETAIL</u> | |
| 6200 | | <u>Employee Benefits</u> - Amounts paid by the LEA on behalf of employees. These amounts are not included in the gross salary, but are over and above. Such payments are fringe benefits; and while not paid directly to employees, nevertheless are part of the cost of salaries and benefits. These charges should be distributed to functions in accordance with the salary function of the employee or group of employees. If materiality prevents, charge to Function 1110, Elementary Instruction. |
| 6210 | | <u>Teachers' Retirement</u> |
| 6211 | | <u>Teachers' Retirement</u> - Amounts paid by the LEA to the Public School Retirement System (PSRS) of Missouri for certificated employees. This excludes employee contributions. |
| 6220 | | <u>Non-Teacher Retirement</u> |
| 6221 | | <u>Non-Teacher Retirement</u> - Amounts paid by the LEA to the Non-Teacher Retirement System (NTRS) of Missouri for eligible non-certificated personnel and certain certificated personnel who are less than full-time. This excludes employee contributions. |
| 6230 | | <u>Old Age, Survivors and Disability Insurance (OASDI) and Medicare</u> |
| 6231 | | <u>Old Age, Survivors and Disability Insurance (OASDI)</u> - Employers share paid by the LEA to the Missouri Retirement Fund for employees for Old Age, Survivors and Disability Insurance (OASDI). |
| 6232 | | <u>Medicare</u> - The employer's share of the Medicare tax paid by the LEA for employees other than teachers. This excludes employee contributions. |
| 6233 | | <u>Medicare - Teachers</u> - The employer's share of Medicare tax withholdings taken on all wages of "new hire" teachers. "New hire" teachers are members of the public school retirement system who were hired after March 31, 1986. This excludes employee contributions. |
| 6240 | | <u>Employee Insurance</u> |
| 6241 | | <u>Employee Insurance</u> - Employer's share paid by the LEA for various types of insurance. Health, dental, vision and annuities in lieu of life insurance are examples of insurance considered as salary for PSRS purposes. Salary protection plans and life insurance are examples of employer provided insurance that are <u>not</u> considered salary for PSRS purposes. This object code excludes employee contributions. (Detail may be used to identify specific benefits.) |
| 6260 | | <u>Workers' Compensation Insurance</u> |
| 6261 | | <u>Workers' Compensation Insurance</u> - Amounts paid by the LEA for workers' compensation insurance. There are no employee contributions. |

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| <u>CLASS</u> | <u>DETAIL</u> | |
| 6270 | | <u>Unemployment Compensation</u> |
| 6271 | | <u>Unemployment Compensation</u> - Amounts paid by the LEA for employee benefits under unemployment compensation plans which includes actual benefits paid or unemployment insurance. There are no employee contributions. |
| 6290 | | <u>Other Employer Provided Services</u> |
| 6291 | | <u>Other Employer Provided Services</u> - Amounts paid for employer-provided services such as baby-sitting, day care, parking, etc. |
| 6300 | | <u>Purchased Services</u> - Amounts paid for services rendered <u>by personnel who are not on the payroll of the LEA</u> and for other services which the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided in order to obtain the desired result. |
| 6310 | | <u>Professional and Technical Services</u> - Services which by their nature can be performed only by persons with specialized skills and knowledge. Included are the services of other school districts, architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, accountants, etc. |
| 6311 | | <u>Instructional Services</u> - Tuition including vocational tuition to other districts and nonpayroll services performed by qualified persons directly engaged in providing learning experiences for pupils. Included are services of teachers and paraprofessional personnel and "Performance Contract" activities provided directly to a child. |
| 6312 | | <u>Instructional Program Improvement Services</u> - Services performed by persons qualified to assist teachers and supervisors enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., not on the payroll. <u>The IRS says that a person who is a regular employee may not be treated as a consultant (purchased service) by the same employer for other duties.</u> |
| 6313 | | <u>Pupil Services</u> - Nonpayroll services of qualified personnel to assist pupils and their parents in solving mental and physical problems to supplement the teaching process. |
| 6314 | | <u>Staff Services</u> - Services performed by persons qualified to assist in employing and assigning staff. This category includes specialists in personnel counseling and guidance. |
| 6315 | | <u>Audit Services</u> - Management services by independent auditors in the examination of records, documents, internal control and financial statements of the district for the purpose of rendering an opinion on these statements. May also include other management services beyond the audit. |

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| <u>CLASS</u> | <u>DETAIL</u> |
| 6316 | <u>Data Processing Services</u> - Services performed by persons, organizations, or another agency qualified to process data. This category includes those data processing services purchased from another agency or concern of specialists who are contracted to perform a specific task on a short-time basis. |
| 6317 | <u>Legal Services</u> - Services by lawyers advising the school district, its Board of Education and administrative officials on the statutes, laws and regulations and representing the school district in a court of law. |
| 6318 | <u>Election Services</u> - Contracted arrangements with the county or city for school district elections for providing voting machines, judges, ballots and other election expenses as billed to the district by the county or city. |
| 6319 | <u>Other Professional and Technical Services</u> - Services which are professional and technical in nature which have not been specifically addressed above: tax collection, property evaluation services, banking related services, tuition reimbursement, professional development, employee in-service registration fees, bus driver drug testing and bus driver medical examinations. |
| 6330 | <u>Property Services</u> - Services purchased to operate, repair, maintain, insure, and rent property owned and/or used by the LEA. These services are performed by persons other than LEA employees. |
| 6331 | <u>Cleaning Services</u> - Services purchased to clean buildings other than those provided by LEA employees. |
| 6332 | <u>Repairs and Maintenance</u> - Expenditures for ordinary repairs and maintenance services that are not provided directly by LEA personnel. This includes contracts and agreements covering the upkeep of grounds, buildings, and equipment. <u>Renovating and remodeling are not included here but are considered under Expenditure Object 6500, Capital Outlay.</u> |
| 6333 | <u>Rentals - Land and Buildings</u> - Expenditures for leasing or renting land and buildings including mobile units for both temporary and long-range use of the LEA. The LEA must be aware of the differentiation between rent or lease with <u>no</u> intent to acquire title to the property and lease purchase in which the LEA will take title to the property. A rental or lease with no intent to take title is a General (Incidental) Fund expenditure. If the district intends to take title or completes a buy-out at the end of a lease, the principal and interest payments <u>must</u> be made from the Capital Projects Fund or the full purchase price of the property will be deducted as an adjustment to the funds payable to the district under Section 163.031, RSMo, (Basic Formula) in the year following the transfer of title to the district. (See Section 177.088, RSMo.) |
| 6334 | <u>Rentals - Equipment</u> - Expenditures for leasing or renting equipment for both the temporary and long-range use of the LEA. Examples include expenditures for the rental of copy machines, telephone systems, and buses which are operated by personnel on the LEA payroll <u>are</u> recorded here. |

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PROCEDURE NO: CDE-407

| <u>CLASS</u> | <u>CODE</u> <u>DETAIL</u> | <u>DESCRIPTION</u> |
|--------------|------------------------------|---|
| 6335 | | <u>Water and Sewer</u> - Expenditures for water and sewer services from a private or public utility company. |
| 6336 | | <u>Trash Removal</u> - Expenditures for trash or garbage pickup service not provided by LEA personnel. |
| 6339 | | <u>Other Property Services</u> - Property services purchased which are not specifically addressed above. |
| 6340 | | <u>Transportation Services</u> - Expenditures for transporting children to school and official travel of LEA employees. |
| 6341 | | <u>Contracted Pupil Transportation To and From School</u> - Expenditures to persons or agencies for the purpose of transporting children to and from school. Expenditures for the rental of buses which are operated by personnel on the LEA payroll <u>are not</u> recorded here; they are recorded under Purchased Services - Expenditure Object 6334, Rentals - Equipment. |
| 6342 | | <u>Other Contracted Pupil Transportation-Nonroute</u> - The LEA with a nondis trict operated transportation system shall record nonroute mileage expense in this account. |
| 6343 | | <u>Travel</u> - Expenditures for transportation, meals, hotel, conference registration fees, and other expenses associated with staff traveling on business for the LEA. Payments for <u>per diem</u> in lieu of reimbursements for subsistence (room and board) also are charged here. |
| 6349 | | <u>Other Transportation Services</u> - Transportation services other than those classified above. School bus titles, licenses, inspections and delivery charges not included in the cost of the vehicle. |
| 6350 | | <u>Insurance (Other Than Employee Benefits)</u> |
| 6351 | | <u>Property Insurance</u> - Expenditures for insurance on any type of property owned or leased by the LEA. Usually associated with Function 2540, Operation and Maintenance of Plant Services, and Function 2552, District Operated Pupil Transportation Services. |
| 6352 | | <u>Liability Insurance</u> - Expenditures for insurance coverage of the LEA, or its officers, against losses resulting from judgments awarded against the LEA. Usually associated with Function 2300, Support Services - General Administration, and Function 2552, District Operated Pupil Transportation Services. |
| 6353 | | <u>Fidelity Bond Premium</u> - Expenditures for bonds guaranteeing the LEA against losses resulting from the actions of the treasurer, employees, or other persons of the LEA. Usually associated with Function 2320, Executive Administration Services, and Function 2500, Support Services - Business. |

SECTION: ACCOUNTING PROCEDURES

SUBJECT: INTERFUND TRANSFERSPROCEDURE NO: PRC-518

XVIII. Interfund Transfers

- A. Section 165.011, RSMo, and administrative interpretation defines several interfund transfers that a school district may make. These transfers are Nonrecurring Transfers Made in Compliance with Special Statutes or Residual Equity Transfers. The title of each transfer reflects the **Annual Secretary of the Board Report** (ASBR) terminology used in Part I-A, Transfer Summary, of that report. The most common transfers are:
1. **Textbook Fund Balance Transfer** - The transfer of unspent Free Textbook amounts from the General (Incidental) Fund to the Special Revenue (Teachers) Fund.
 2. **“Zero” Teachers Fund Balance Transfer** - Amounts from the General (Incidental) Fund to the Special Revenue (Teachers) Fund to avoid deficits in the Special Revenue (Teachers) Fund.
 3. **Debt Service Fund Transfer** - If a balance remains in the Debt Service Fund after the total outstanding bonded indebtedness has been paid, that balance may be transferred to the Capital Projects Fund.
 4. **Transportation Calculated Cost Transfer** - The amount of transfer from the General (Incidental) Fund to the Capital Projects Fund for allowable transportation equipment expenditures. This transfer amount is calculated annually by the Pupil Transportation Section.
 5. **Area Vocational-Technical Schools Transfer** - Any amount necessary from the General (Incidental) Fund to the Capital Projects Fund to satisfy obligations of the Capital Projects Fund for state approved area vocational schools located within that school district.
 6. **Grant Match** - The amount of transfer from the General (Incidental) Fund to the Capital Projects Fund that provides the balance of district funds to meet the local match percentage requirement for that portion of any grant revenue expended for capital outlay (equipment).
 7. **Energy Conservation Loans** - The amount of transfer from the General (Incidental) Fund to the Capital Projects Fund for the payment of principal and interest on Department of Natural Resources loans (DNR) per Sections 160.302 and 640.653, RSMo, and Guaranteed Energy Savings Performance Contracts per Sections 165.011.11 and 8.231, RSMo.
 8. **Food Services** - The amount of transfer from the General (Incidental) Fund (food service account) to the Capital Projects Fund for the purchase of kitchen/food service related equipment.
 9. **Student Activities** - The amount of transfer from the General (Incidental) Fund to the Capital Projects Fund for the purchase of designated equipment/capital outlay from the student activity account.
 10. **Revenue Transfer/\$.18** - The “revenue transfer” from the General (Incidental) Fund to the Capital Projects Fund for necessary capital outlay expenditures. The “revenue

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING PROCEDURES

SUBJECT: INTERFUND TRANSFERS

PROCEDURE NO: PRC-518

transfer” cap amount is calculated annually by the School Finance Section. Special restrictions may apply to the use of this unique transfer.

11. **Revenue Transfer/\$.06** - The “revenue transfer” from the General (Incidental) Fund to the Capital Projects Fund for necessary capital outlay expenditures. The “revenue transfer” cap amount is calculated annually by the School Finance Section. Special restrictions may apply to the use of this unique transfer.
12. **Capital Projects Fund Interest** - After making all placements of interest otherwise provided by law, a school district may transfer from the Capital Projects Fund to the General (Incidental) Fund the interest earned from undesignated balances in the Capital Projects Fund. Interest earned is initially placed in the fund(s) which provided the principal. If the district chooses, some or all of the interest earned in the Capital Projects Fund on undesignated balances may be transferred to the General (Incidental) Fund. Interest earned on bond proceeds (or some other restricted balance) cannot be transferred to the General (Incidental) Fund.
13. **Unspent Bond Proceeds Transfer** - If a balance remains in the bond proceeds after completion of the project for which bonds were issued, the balance of bond proceeds remaining in the Capital Projects Fund **shall** be transferred to the Debt Service Fund.

B. The General Journal entries for the transfers indicated previously are outlined below:

1. **Textbook Fund Balance Transfer** - Assume that Free Textbook Revenue account 5351 contained \$8,453 and Free Textbook Expenditure account 6421 contained \$5,827. Since Free Textbook transactions are recorded in the General (Incidental) Fund, four entries will be needed to accomplish the transfer to the Special Revenue (Teachers) Fund.

| <u>Operating subfund 12X</u> | | <u>A/C NO.</u> | <u>DEBIT</u> | <u>CREDIT</u> |
|--|---------------|----------------|--------------|---------------|
| 6/30/xx | Fund Balance | 3110 | \$ 2,626 | |
| | Cash in Banks | 1111 | | \$ 2,626 |
| <u>Special Revenue (Teachers) Fund 20X</u> | | | | |
| 6/30/xx | Cash in Banks | 1111 | \$ 2,626 | |
| | Fund Balance | 3110 | | \$ 2,626 |

2. **“Zero” Teachers Fund Balance Transfer** - Assume that the Special Revenue (Teachers) Fund has a levy of \$0.00 or has a small levy that will not fully support the expenditures from the fund. This will require the district to transfer an amount on some regular basis (monthly, quarterly, etc.) that will place revenue into the fund prior to checks being written against the fund. Section 165.021 (4), RSMo, states that “No shall be drawn...unless there is sufficient money in the treasury and in the proper fund for the payment of the indebtedness.” In this example, the district’s monthly Special Revenue (Teachers) Fund payroll requirement is \$52,000. Prior to these payroll checks being written, the board must make a transfer from the General (Incidental) Fund to the

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING PROCEDURES

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Special Revenue (Teachers) Fund for at least the minimum amount required for that month's expenditure. The final transfer in the current school year will be the amount necessary to bring the fund to a "zero" ending fund balance. Since these funds are self balancing, the entries to be made are indicated below:

| <u>Operating subfund 12X</u> | <u>A/C NO.</u> | <u>DEBIT</u> | <u>CREDIT</u> |
|------------------------------|----------------|--------------|---------------|
| 6/30/xx Fund Balance | 3110 | \$52,000 | |
| Cash in Banks | 1111 | | \$52,000 |

Special Revenue/Teachers Fund 20X

| | | | |
|-----------------------|------|----------|----------|
| 6/30/xx Cash in Banks | 1111 | \$52,000 | |
| Fund Balance | 3110 | | \$52,000 |

3. **Revenue Transfer/\$.18/\$.06** - Senate Bill 676, 1994, created the Capital Projects Fund and requires virtually all capital expenditures be made from this fund. This includes all expenditures for facility acquisition, construction, all lease purchase payments of principal and interest, and all other capital outlay expenditures with the exception of certain expenditures for classroom instructional capital outlay as defined in Section 165.011, RSMo.

Section 165.011 (4), RSMo, allows a district to transfer amounts throughout the year from the General (Incidental) Fund to the Capital Projects Fund up to a calculated cap (based on the \$.18/\$.06 maximum transfer as calculated annually in the spring by School Finance), less any amounts expended from the General (Incidental) Fund for classroom instructional capital outlay purposes if certain conditions are met. These transfers should be made throughout the school year on an as-needed (monthly) basis rather than making a single transfer at the end of the year. The \$.18/\$.06 revenue transfer cannot be used to build balances in the Capital Projects Fund. Only that portion of the \$.18/\$.06 revenue transfer needed to cover capital expenditures not covered from some other source (such as Capital Projects Fund levy receipts, grant revenue, other transfers into the Capital Projects Fund, etc.) may be made.

The amount transferred to the Capital Projects Fund as a revenue transfer cannot exceed the amount expended from that fund minus the following amounts:

- expenditures made from bond proceeds,
- expenditures made from impact aid proceeds,
- amounts receipted into the Capital Projects Fund in Revenue Codes 5111, 5112, 5114, 5115, 5116, and 5221,
- allowable Capital Projects Fund transfers for Area Vo-Tec Schools, Grant Match, Energy Conservation, Food Services and Student Activities.
- specified amounts receipted into the Capital Projects Fund in state (5300) and federal (5400) receipts.

NOTE: Section 165.011, RSMo, requires that all lease purchases entered into (per Section 177.088, RSMo,) after January 1, 1997, be paid from a source other than the \$.18 and \$.06 revenue transfer. For most districts, this will require a tax levy in the Capital Projects Fund sufficient to generate revenue equal to the amount of the principal

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and interest payment on the new lease purchases. (The restriction on the use of the \$.18/.06 revenue transfer for lease purchases entered into after January 1, 1997, does not apply to the lease purchase of school buses per House Bill 641, 1997.)

Assume that the district must expend \$10,000 for the replacement of windows. The board must first confirm that the district actually has enough transfer ability by using the “*Worksheet for Calculation of Allowed \$.18/.06 Revenue Transfer*”. This worksheet is available from the School Finance Section and also as a “Special Report” found in the 1998-99 and later *Annual Secretary of the Board Report* (ASBR). If the board finds the transfer authority adequate, it could then authorize the transfer of this amount from the General (Incidental) Fund to the Capital Projects Fund with entries to be recorded as follows:

| <u>Operating subfund 12X</u> | | <u>A/C NO.</u> | <u>DEBIT</u> | <u>CREDIT</u> |
|--------------------------------------|---------------|----------------|--------------|---------------|
| 6/30/xx | Fund Balance | 3110 | \$10,000 | |
| | Cash in Banks | 1111 | | \$10,000 |
| <u>Capital Projects Fund 42X</u> | | | | |
| 6/30/xx | Cash in Banks | 1111 | \$10,000 | |
| | Fund Balance | 3110 | | \$10,000 |

NOTE: This example can be used for any transfer from the General (Incidental) Fund to the Capital Projects Fund such as the “Area Vocational-Technical School Transfer” and the “Transportation Calculated Cost Transfer”.

4. **Debt Service Fund Transfer** - Assume that the district has paid off all outstanding bonded indebtedness. In the next year, the Debt Service Fund levy will be set at \$0.00. The district has two options regarding the residual revenue in this fund. It may transfer any remaining funds to the Capital Projects Fund or it may leave the balance in the Debt Service Fund for subsequent debt service requirements. If the district elects to make this transfer from the Debt Service Fund to the Capital Projects Fund, the following entries will need to be made:

| <u>Debt Service Fund 30X</u> | | <u>A/C NO.</u> | <u>DEBIT</u> | <u>CREDIT</u> |
|--------------------------------------|---------------|----------------|--------------|---------------|
| 6/30/xx | Fund Balance | 3110 | \$5,000 | |
| | Cash in Banks | 1111 | | \$5,000 |
| <u>Capital Projects Fund 42X</u> | | | | |
| 6/30/xx | Cash in Banks | 1111 | \$5,000 | |
| | Fund Balance | 3110 | | \$5,000 |

NOTE: The “Unspent Bond Proceeds Transfer” from the Capital Projects Fund (41X) to the Debt Service Fund is the reverse of this example.

MISSOURI FINANCIAL ACCOUNTING PROCEDURES

SECTION: ACCOUNTING PROCEDURES

SUBJECT: TRANSPORTATION RECEIPT/EXPENDITURE CODING PROCEDURES

PROCEDURE NO: PRC-524

XXIV. Transportation Receipt/Expenditure Coding

The manual entitled Missouri State Transportation Aid Document Preparation Manual published annually by the School Transportation Section provides detail information about various aspects of school transportation. This document should be the primary source of information concerning school transportation issues. The accounting manual procedure below will address only that information that pertains to transportation revenue and expenditure coding. All other transportation related questions should be directed to the manual mentioned above or the School Transportation Section at (573) 751-2626.

The calculation of state transportation aid is based on the transportation application, school bus, and facility depreciation schedules, and the following fields from the **Annual Secretary of the Board Report (ASBR)**:

- | | | |
|----|------------|--|
| 1. | Part II | 5640, Sale of School Buses |
| 2. | Part II | 5840, Transportation Amounts Received from Other LEAs |
| 3. | Part III-B | 2551, Contracted Pupil Transportation, and/or 2552, District Owned Pupil Transportation |
| 4. | Part III-B | 2553, Contracted Handicapped Transportation, and/or 2554, District Owned Handicapped Transportation |
| 5. | Part III-B | 2555, Payments to Other Districts for Transportation |
| 6. | Part III-C | 6341, Contracted To and From |
| 7. | Part III-C | 6342, Other Contracted Pupil Transportation -- Non-Route |
| 8. | Part III-C | 6552, Pupil Transportation Vehicles (School Buses) |

Annual Secretary of the Board Report (ASBR) data entries:

REVENUES

| <u>REVENUE DESCRIPTION</u> | <u>PART II, REVENUE CODE</u> | <u>REMARKS</u> |
|--|------------------------------|---|
| State Aid, Transportation | 5312 | Placed in the General and Special Revenue Funds based on the ratio of the adjusted tax rate for that fund to the total adjusted tax rate for the two funds. |
| Sale of School Buses | 5640 | Capital Projects Fund |
| Transportation Amounts Received from Other LEAs - Amounts received from other districts as a part of an interdistrict contract or districts who receive funds from a fiscal agent acting on behalf of a Co-op such as Early Childhood Special Education (ECSE) | 5840 | Placed in the General Fund. This total should equal the amount reported in Section IV-A of the <u>Application for State Transportation Aid</u> . |

MISSOURI FINANCIAL ACCOUNTING PROCEDURES

SECTION: ACCOUNTING PROCEDURES

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PROCEDURE NO: PRC-524

EXPENDITURES

NOTE: The line total of Part III-A for each function code must equal Part III-B, 6100-6600, TOTAL for the same function code. When you make corrections to the Annual Secretary of the Board Report (ASBR), Part III-A or III-B, remember to make the corresponding corrections to the other appropriate parts of the report (III-A, III-B and III-C).

| <u>DESCRIPTION</u> | <u>PART #</u> | <u>FUNCTION</u> | <u>OBJECT</u> |
|--|---------------|-----------------|-----------------------------|
| Construction or renovation of facilities such as a bus barn or maintenance garage. When the total expenditure in a fiscal year is <u>\$1,000.00 or more</u> , those facility costs <u>must be</u> added to the Facility Depreciation Form. | III-A | 4000 | |
| | III-B | 4000 | 6500 |
| | III-C | | 6521, 31, 41 as appropriate |
| When the total expenditure for the construction or renovation of facilities in a fiscal year is <u>less than \$1,000.00</u> , those facility costs <u>shall not</u> be added to the Facility Depreciation Schedule. | III-A | 2552 | |
| | III-B | 2552 | 6500 |
| | III-C | | 6521, 31, 41 as appropriate |
| School bus lease purchase <u>principal payments</u> (paid between July 1 and June 30) and entered into <u>after July 1, 1988</u> . A lease purchase principal repayment recorded in any other manner could result in a <u>loss</u> of state transportation aid. | III-A | 2552 | |
| | III-B | 2552 | 6500 |
| | III-C | | 6552 |
| School bus lease purchase <u>interest payments</u> (paid between July 1 and June 30). | III-A | 5200 | |
| | III-B | 5200 | 6600 |
| | III-C | | 6620 |
| Any vehicle purchase other than school buses, (even if used to transport students) is a non-allowable expenditure. | III-A | 2558 | |
| | III-B | 2558 | 6500 |
| | III-C | | 6541 |
| Regular Transportation, <u>Contracted</u> . | III-A | 2551 | |
| | III-B | 2551 | 6300 |
| | III-C | | 6341 |
| Regular Transportation, <u>District Operated</u> . There is no specific entry on Part III-C because expenditures for district owned transportation are included in their appropriate object (6150-6500). | III-A | 2552 | |
| | III-B | 2552 | as appropriate |
| Handicapped Transportation, Contracted | III-A | 2553 | |
| | III-B | 2553 | 6300 |
| | III-C | | 6341 |

MISSOURI FINANCIAL ACCOUNTING PROCEDURES

SECTION: ACCOUNTING PROCEDURES

SUBJECT: TRANSPORTATION RECEIPT/EXPENDITURE CODING PROCEDURES

PROCEDURE NO: PRC-524

| <u>DESCRIPTION, Continued</u> | <u>PART #</u> | <u>FUNCTION</u> | <u>OBJECT</u> |
|--|---------------|-----------------|----------------|
| Handicapped Transportation, <u>District Operated</u> | III-A | 2554 | |
| There is no specific entry on Part III-C because expenditures for district owned transportation are included in their appropriate object (6150-6500). | III-B | 2554 | as appropriate |
| Payments to another district for transportation. | III-A | 2555 | |
| | III-B | 2555 | 6300 |
| | III-C | | 6341 |
| Other Contracted Pupil Transportation, Non Route | III-A | 1100-1400 | |
| | III-B | 1100-1400 | 6300 |
| | III-C | | 6342 |
| Early Childhood Special Education (ECSE) <u>District Operated</u> . - <i>The district should utilize a project number Extension code in order to isolate ECSE program expenditures for reporting purposes.</i> There is no specific entry on Part III-C because these expenditures are included in their appropriate object (6150-6500). | III-A | 2554 | |
| NOTE: Transportation of K-12, Handicapped on <u>separate routes</u> , must be reported separately from regular transportation costs and are coded as in this example. | III-B | 2554 | as appropriate |
| Early Childhood Special Education (ECSE), <u>Contracted</u> and K-12, Handicapped - <u>Contracted</u> on approved separate routes. | III-A | 2553 | |
| | III-B | 2553 | 6300 |
| | III-C | | 6341 |
| Administrative costs for <u>contracted services</u> are limited by 5 CSR 30-261.040 (1) (I) to five percent (5%) of the total contracted cost. The total amount for administrative services in the object codes for function 2551 <u>cannot</u> exceed 5% of the total transportation expenditures. There is no specific entry on Part III-C because these expenditures are included in their appropriate object (6150-6500). | III-A | 2551 | |
| | III-B | 2551 | as appropriate |
| Administrative costs for <u>district operated</u> are limited by 5 CSR 30-261.040 (1) (I) to five percent (5%) of the total district operated cost. The total amount for administrative services in the object codes for function 2552 <u>cannot</u> exceed 5% of the total transportation expenditures. There is no specific entry on Part III-C because these expenditures are included in their appropriate object (6150-6500). | III-A | 2552 | |
| | III-B | 2552 | as appropriate |
| Fuel Expenditures such as gasoline, propane or diesel. | III-A | 2551, 52, 54 | |
| | III-B | 2551, 52, 54 | 6400 |
| | III-C | | 6486 |

MISSOURI FINANCIAL ACCOUNTING PROCEDURES

SECTION: ACCOUNTING PROCEDURES

SUBJECT: TRANSPORTATION RECEIPT/EXPENDITURE
CODING PROCEDURES

PROCEDURE NO: PRC-524

| <u>DESCRIPTION, Continued</u> | <u>PART #</u> | <u>FUNCTION</u> | <u>OBJECT</u> |
|--|---------------|-----------------|---------------|
| Video surveillance equipment is not an allowable cost. | III-A | 2558 | |
| | III-B | 2558 | 6500 |
| | III-C | | 6541 |

Expenditures associated with Non-route miles may be coded in one of two ways. See the **Missouri State Transportation Aid Document Preparation Manual**. Contact the School Transportation Section with specific questions at (573) 751-2626.

Expenditure coding procedures for Title I, Summer School can be found in the **Missouri State Transportation Aid Document Preparation Manual**. Contact the School Transportation Section with specific questions.

NOTE: Vehicle gas tax refunds should be applied as a credit to transportation supply expenditures in the year received as is indicated in PROCEDURE NO: REQ-103, Accounting Principles and Policies, Item "T", 2.

SECTION: SCHOOL DISTRICT AUDITS

SUBJECT: AUDIT REQUIREMENTSPROCEDURE NO: AUD-601

Missouri Statute (Section 165.121, RSMo) states that “[t]he school board of each six-director district shall cause an audit examination to be made at least biennially of all financial, transportation and attendance records of the districts....” Included in this statutory provision is authorization for the State Board of Education, with approval of the State Auditor, to prescribe minimum regulations and report form for the biennial audit. Cost of the audit report shall be paid for out of the General (Incidental) Fund of the district.

Additional audit requirements were established by federal law in the Single Audit Act, passed by Congress in October 1984, and in the implementing regulations of Circular A-128, issued by the Office of Management and Budget (OMB) in April 1985. In 1996 amendments to the Single Audit Act were passed. Circular A-128 is superseded by OMB Circular A-133 and will be effective for the 1996-97 school audits. If the single audit requirements are applicable to the district, each audit performed must comply with federal requirements as well as state requirements.

A written audit report is to be submitted to the local education agency's governing board with allowance for sufficient time for such board to study and approve or disapprove the report prior to the established date that the report is to be received by the Department of Elementary and Secondary Education. The requirements of the audit report are summarized below.

I. Reporting Requirements

A. State Reporting Requirements

State reporting requirements for Missouri school districts are annotated in the Revised Statutes of Missouri (Section 165.121.3, RSMo) and the Missouri Code of State Regulations (5 CSR 30-4.030) and are summarized as follows:

1. General Purpose Financial Statements (GPFS)

Although the auditor may prepare or help prepare the financial statements of the district, these financial statements are solely the representation of the district's management. Although the auditor may advise as to which accounting principles should be applied to the financial statements and the method of application, the selection and method of application is a determination to be made solely by district management.

GPFS should contain the following Statements:

- * Combined Balance Sheet;
- * Combined Statement of Revenues, Expenditures and Changes in Fund Balances;
- * Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual;
- * Combined Statement of Revenues, Expenses and Changes in Equity (if district utilizes proprietary funds¹);
- * Combined Statement of Cash Flows (if district utilizes proprietary funds¹);

¹ Most Missouri school districts will not have any proprietary fund types.

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: SCHOOL DISTRICT AUDITS

SUBJECT: AUDIT REQUIREMENTS

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-
- * Combining balance sheets and statements (if applicable, applies to districts with more than one fund of a given fund type); and
 - * Accompanying Notes to the Financial Statements.
2. Auditor's report on the financial statements which includes:
- * a statement of the scope of the examination;
 - * specific reference to the audit being made in accordance with generally accepted auditing standards and Government Auditing Standards;
 - * the auditor's opinion as to whether the financial statements present fairly the results of the operations during the period audited;
 - * a statement that the financial statements were prepared in accordance with generally accepted accounting principles or a statement that the basis of presentation is a comprehensive basis of accounting other than generally accepted accounting principles; or in the event the auditor is unable to express an opinion on the two previous items, the reason(s) an opinion was not rendered.
3. Auditor's opinion as to whether the district's budgetary and disbursement procedures conform to state statutes (Chapter 67, RSMo).
4. Auditor's opinion as to whether the attendance and transportation records are so maintained in order to disclose accurately the average daily attendance and average daily transportation of pupils during the audit period. *(NOTE: The auditor is not certifying the accuracy of average daily attendance and average daily transportation reported, but rather the auditor is issuing an opinion as to whether the method and internal controls surrounding the collection of this data would support accurate figures.)*
5. Schedule of Selected Statistics as specified annually by the Missouri Department of Elementary and Secondary Education (DESE). (Prior to year end each district will be sent a copy of the current Schedule with the monthly School Finance Section memo.)
6. The following Supplemental Schedules are not required by law at this time; however, they are strongly suggested by the DESE:
- * Schedule of Revenues Collected by Source;
 - * Schedule of Expenditures by Object;
 - * Schedule of Transportation Costs Eligible for State Aid; and
 - * Schedule of State Financial Assistance.

SECTION: SCHOOL DISTRICT AUDITS

SUBJECT: AUDIT REQUIREMENTS

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B. Federal Reporting Requirements

Districts' audits conducted in accordance with the Federal Single Audit Act (districts with total federal expenditures which equal or exceed \$300,000) will be expected to include reports and schedules as required by OMB Circular A-133.

II. Audit Report Filing Requirements

A. State Filing Requirements (Section 165.121.4-.5, RSMo, and 5 CSR 30-4.030 (6))

The audit report, the management letter, and the district's *Corrective Action Plan*, if applicable, shall be filed with the DESE in accordance with 5 CSR 30-4.030 **DESE Audit Policy and Requirements**. It is the school district's responsibility to mail the audit report to the DESE.

1. The audit and accompanying information noted above shall be filed with the Department of Elementary and Secondary Education, School Finance Section by October 31 of each odd-numbered year. Although this is a biennial audit requirement; districts may choose to have an annual audit performed.

- a. Local education agencies are advised that the due date for filing the annual audit report with the Department of Elementary and Secondary Education is prescribed by law. Officials of the Department of Elementary and Secondary Education are authorized to extend the date 60 days, if a proper request is received from the school district, at which time the report must be filed. **A request for the 60 day extension must be made in writing to:**

**Director, School Finance
Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102-0480**

- b. In the event the properly prepared audit report is not received by the Department of Elementary and Secondary Education by the October 31 due date and the district is not granted the 60 day extension, the School Finance Section shall bring this to the attention of the Director of School Finance who shall notify the school district. **If the report is still not submitted as a result of such notification by the Director of School Finance, further state aid to the district shall be withheld** until the audit report has been received by the DESE.

2. Within 30 days of the receipt of the audit report, the school board shall cause a summary of the report to be prepared which shall include the following:

- * a summary statement of fund balances and receipts and disbursements by major classifications;
- * a summary statement of the scope of the audit examination;
- * the auditor's opinion on the financial statements included in the audit report; and

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: SCHOOL DISTRICT AUDITS

SUBJECT: AUDIT REQUIREMENTS

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* information as to where the audit report is available for inspection and examination.

Upon completion of the summary, it shall be published in accordance with Section 165.121.5(3), RSMo.

B. Federal Filing Requirements (OMB Circular A-133)

1. School districts that expend less than \$300,000 in federal funds (in total, not per program) have no **federal** filing requirements. School districts required to have a Single Audit pursuant to OMB Circular A-133 (those having \$300,000 or more in federal expenditures) have specific filing requirements. These districts must file a complete reporting package and a data collection form with the Federal Audit Clearinghouse within the earlier of 30 days from receipt of the auditor's report or nine months after the end of the audit period.
2. The reporting package consists of the complete audit (financial statements and auditor's reports), and as necessary, a summary schedule of prior audit findings and a corrective action plan for current year audit findings. The reporting package is also required to be submitted to pass-through entities under certain circumstances. The reporting package should always be submitted to the DESE, School Finance Section.

The Single Audit reporting package should be mailed to:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132.

3. The audit report shall be made available by the school district for public inspection within 30 days after the completion of the audit.

III. Review of Audit Reports

A. Department of Elementary and Secondary Education Responsibilities

Audit reports submitted to the Department of Elementary and Secondary Education shall be received and accounted for by the School Finance Section.

1. The Commissioner of Education shall have access to all records of the local education agency as he/she may deem appropriate for the review and analysis of audit reports.
2. Audit reports will be reviewed by the Auditor, School Finance Section, for compliance with federal and state requirements. In an instance where a submitted audit report is not prepared in accordance with state and federal requirements, the school district and/or the independent auditor shall be notified and a corrected report or an explanation shall be requested.
 - a. School district officials will be expected to respond with clarifying information and, as appropriate, correct data or a corrected audit report issued by the independent

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: SCHOOL DISTRICT AUDITS

SUBJECT: AUDIT REQUIREMENTS

PROCEDURE NO: AUD-601

auditor conducting the original audit **within 30 days of notification** from DESE.

- b. If such corrected report or explanation is not submitted within a reasonable time of the request, the Department of Elementary and Secondary Education shall take the necessary actions to withhold funds as described in II.A.1.b. above.
- c. If an audit report reflects that penal laws have been violated, the Commissioner of Education shall address such information to the appropriate county or district attorney and to the Attorney General of Missouri.

B. State Auditor's Office

- 1. Programs under the jurisdiction of the Department of Elementary and Secondary Education are subject to audit review by the State Auditor. This review is not considered a full audit of the overall operation of each local education agency as is required biennially at local expense by Section 165.121, RSMo, or of those enterprise funds that are local in nature. This audit review is usually for programs operated by local education agencies for designated purposes that require special fund appropriations and/or separate accountability for the purpose of determining allocations such as transportation formula, basic formula, etc. This is not to imply that the Commissioner of Education, through the services of the State Auditor, will not examine records necessary for biennial audit review and other purposes necessary for executing his/her lawful duties.
- 2. State Auditor audits shall be made of applicable programs on the basis of:
 - a. Request by a petition signed by the requisite number of qualified voters of the school district;
 - b. Appropriate direction of executive, legislative, or judicial entity; or
 - c. Appropriate request by a local education agency, Department of Elementary and Secondary Education, or other appropriate governmental agency administrator.